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*Janet got the same work
then we met Bob*

31 March 1978

25X1A

MEMORANDUM FOR: [REDACTED]

FROM : Janet

SUBJECT : Review of Inherited Files from [REDACTED]

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1. The file breakdown and subject matters fall into two groups:
 - A. DCI Cabinet Briefings
 - B. DCI Presidential Briefings
2. The DCI Cabinet Briefings file covers only July 1977.
3. The DCI Presidential Briefings fall into the following categories:
 - A. DCI - In-depth Briefings: This one folder consists of those Presidential Briefing Topics developed but not used, some with background and proposed graphics.
 - B. Presidential Briefing -- 6 Sep 1977: (I labeled this folder.) Can't tell if material in this folder was used or not. At any rate, it is complete with talking points and in some cases graphics.
 - C. Rubber-band package of Graphics (5 sets) for Unused Briefings.
 - D. Paper-clipped package of Loose Graphics: Whether used or not, I can't determine.
 - E. ~~Loose paper-clipped package on South African Nuclear Facilities; Penciled date of 19 Sep 77 on top paper. Doesn't look like it was used, but can't be certain.~~ *Used on 9/20/77* *placed in used file.*
 - F. Now we come to the heart of the matter. There are four folders on Presidential Briefings covering the period 9 March - 13 Sep 1977. The folders consist of actual briefings, graphics (in some cases), backup material (in some cases), what looks like extraneous material tacked onto some briefing packages (doesn't fit in with briefing agenda). Also not all the briefing packages are complete when checked against the agenda used.

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(1) Specific examples follow if you have read this far and if you want to pursue it further:

- (a) In some cases, material attached that does not pertain to briefing package--for instance, one note reads: "Returned w/briefing package after June 7 (1977) meeting?"
- (b) Also briefing not used in with package of covered briefing items--for instance 12 May 1977: Saudi Oil Fire not used but included in this package; also not on agenda.
- (c) On 6 April 1977 agenda: Cuban Fish Exports Chart for VP not included on agenda page.
- (d) If a DDO item or ICS item also included on agenda, apparently these papers were returned to the originating component. They are not included in briefing package.
- (e) 25 March 1977 package includes only one paper when the agenda page lists 8 items to be briefed on.
- (f) One paper in folder without date. Has to do with Techniques of Collection/Analyses. Looks like briefing took place but, when, cannot determine.
- (g) In 18 March 1977 briefing package, a note on one paper says "Apparently never used." Also another note on a different paper says "was not used for reasons given." In addition there is a compilation of color charts on SIGINT collection not on agenda but in with this package.
- (h) In 7 March 1977 briefing package there is a memo from ██████████ to multiple Agency addressees dated 28 Feb 1977 re policy the DCI wants established for briefings.
- (i) 20 August 1977 briefing only consists of agenda page.
- (j) In starting folder for Presidential Briefings (9 March - 8 April 1977) in the very beginning of file are a number of individual papers resembling background and proposed briefings but again I can't be sure.

4. The above examples are picked at random and are not in a date sequence but are listed to show you the manner in which the packages were put together and give you a sampling of what some of the briefing packages contain if it differs from a complete package, which incidentally there are very few of in the files.

5. If you have trudged through this missive to this point, I admire your perseverance and ask what is the next step?

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